

ANNOUNCEMENT NUMBER: 2010-005

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, LES-6; FP-8
(This position is budgeted for the Local Compensation Plan)

OPENING DATE: January 20, 2010

CLOSING DATE: February 03, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 340,278.00/annum (Starting salary)
LES-6; FP-8

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking an individual for the position of Administrative Associate in the Human Resources Office (HRO), Chancery Annex Building.

BASIC FUNCTION OF POSITION

Manages the administrative affairs of the Embassy Human Resources Office. Provides daily administrative support services to the Human Resources Officers and to all locally employed staff. Works with the Human Resources Officers and Senior Human Resources Specialist in determining office priorities, in formulating a budget and in providing feedback on issues and concerns requiring special attention and intervention. Ascertains and monitors administrative needs and recommends allocation of resources to support planned or ongoing human resources programs, projects and activities. Distributes cables from Washington concerning assignments, arrivals and departures. Prepares periodic reports required by Washington and drafts administrative notices, circulars, and broadcasts. Performs secretarial duties including maintaining the Human Resources Officers' calendars, appointments and meetings. Screens incoming calls. Manages the use of the conference room. Acts as primary customer service point of contact by receiving calls, visitors and E-service requests, and refers them to the appropriate Human Resources staff for action.

Provides logistical support, including travel, transportation, equipment and supply arrangements. Manages procurement and inventory of office supplies and equipments to ensure the proper level of stock is maintained. Maintains the Embassy Contact Database for Human Resources. Prepares documents and controls the Blanket Purchase Agreement for DHL/FedEx couriers. Receives and routes all official correspondence on behalf of Human Resources and files accordingly.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of two years of college or university study in general coursework, such as mathematics, history, the arts, social sciences, or other courses is required.
2. At least three years of progressively responsible work experience in a position with general administrative or office management responsibilities that included direct face-to-face transactions with serviced customers is required.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Must have a good working knowledge of formally structured organizations, possess strong office management skills, and ability to set priorities, make mature and considered judgments, to effectively accomplish tasks.
5. Must possess strong written and oral English communication skills, and proficiency in Microsoft office programs.
6. Must possess excellent interpersonal skills, and must know how to deal and interact with office staff, visitors, and the general public.

SELECTION PROCESS

For sensitive State Department positions requiring a security clearance, U.S. Citizen Eligible Family Members (AEFM's) will be given first consideration, in accordance with USG policy. Otherwise, when equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address each of the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest,

budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold appropriate security clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612); or a current resume or curriculum vitae that provides the same information as an OF-612; <http://manila.usembassy.gov>; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
1201 Roxas Boulevard, Manila 1000

E-mail: mn1per@state.gov (please send as an MS Word attachment)

Fax: 301-2373 attention to HR Office.

Drop-Off: Walk-in applicants are not entertained. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 301-2000 x5169 or visit our website at <http://philippines.usembassy.gov>.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party;
- Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for

support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and

- Spouse.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: February 03, 2010

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved:HR:GLWebster
Cleared:FMC - Ms. Vivian Lesh
Drafted:HR:JSA/baf